

## **Historic, Archive Document**

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UNITED STATES DEPARTMENT OF AGRICULTURE  
Bureau of Biological Survey  
Washington, D.C.

NOTIFICATION OF APPOINTMENT.

, 193 .

Dear \_\_\_\_\_ :

Notification of your appointment in the Bureau of Biological Survey, U. S. Department of Agriculture, as \_\_\_\_\_ at a salary of \_\_\_\_\_ effective \_\_\_\_\_, 193, is enclosed and is to be retained by you.

You will report for duty in writing to the Chief of Bureau, Washington, D. C., using form attached hereto for that purpose. If for any reason you will not report for official duty on the date named in your appointment paper, you should at once advise the Washington office of the date on which you will report, or if you have reported for duty you will show on the "Notice of Reporting for Duty" form the exact day you did report for duty. If this date is different from the date named in your appointment paper, amendment of your appointment giving the correct effective date will then be issued to you. The "Notice of Reporting for Duty" form showing the date of actually reporting for duty should be mailed to Washington office immediately after reporting for duty. If you report direct to an official superior in the field his verification of your statement should be obtained on the form before sending it in. If you report direct to Washington, D. C., the official superior statement will be left blank. (This paragraph can be disregarded if you have already been sent instructions and form on reporting for duty).

Reporting for duty means the taking up of official duties at the place designated as your official station or, in infrequent instances, at some other point where you have been specifically instructed to report. No traveling expenses or salary can be allowed a new appointee prior to reporting for duty. In recommending your appointment your headquarters or official station has been designated as \_\_\_\_\_.

Accompanying your appointment paper are various forms, listed at the end of this letter, which are to be executed by you in accordance with instructions herein and returned to the Washington office. These papers are necessary for final completion of your appointment, and they should be attended to promptly. No payment of salary can be made prior to the receipt of your oath of office, properly executed. The following instructions should be followed in the execution of these papers:

Oath of Office:- (This can be disregarded if oath of office has been executed and sent to the Washington office in accordance with previous instructions.)

Oath of office must be taken without expense to the United States. It may be taken before any officer having an official seal with authority to administer oaths either under United States statutes or local municipal law, and must be properly certified under the hand and seal of such officer. A postmaster who is not also a notary public is not authorized to administer oaths of office. Your signature to the oath should correspond exactly with your name as it appears in your appointment paper, unless there has been a mistake in spelling, in which event the correct spelling should be used in order that a correction may be made in your appointment.

Personal History Statement (Departmental record, Standard Form #6):- To be made out in your own handwriting. Be sure to answer all questions.

Personal Statement (Bureau Record - Bi-252):- To be filled out either on typewriter or in own handwriting. Be sure to give complete information.

Declaration of Appointee (Form 124b--field):-- The first page only of this form is to be filled out and signed by you. In the event that you do not report direct to an official superior in the field, the form should be mailed to the Washington office, leaving the reverse side of the form blank. If you report to an official superior in the field, the form should be turned over to him for completion on the reverse side and transmission to the Washington office. This form is required in connection with appointments approved by the U. S. Civil Service Commission.

Medical Certificate (Form 1600 or 2413):- This can be filled out by a Government physician, if one is available, or by any regular physician. It is required only in connection with civil-service appointments of a probationary or permanent nature. It will not be possible to reimburse you for any expense incurred in connection with the medical examination.

Fingerprint Chart:- This letter will serve as your authority to appear before \_\_\_\_\_, the officer charged with the taking of fingerprints at \_\_\_\_\_. Fingerprints are required in connection with all probationary civil-service appointments, certain reinstatements, and appointments under Schedule B of the Civil Service Rules. The fingerprint chart when completed should be forwarded, together with other required forms, to this office.

A small supply of Bureau Form Bi-357 is also enclosed for your use in making semi-monthly reports of your services to the Bureau. Instructions on the form should be followed. Receipt of this report in the Bureau is necessary before your name can be placed on the pay roll and your salary for the period covered by the report mailed to you.

Instructions regarding your official duties and necessary forms, supplies, etc., for use in connection therewith, will be sent you by the division under which you are to perform service.

Very truly yours,

*W.R.Dillon*  
W. R. Dillon,  
Chief, Division of Administration.

Enclosures: The forms you are required to submit are indicated below by X and are enclosed herewith.

- Oath of office
- Reporting for duty form
- Department personal history statement (Standard #6)
- Bureau personal statement (Bi-252)
- Declaration of Appointee
- Medical Certificate

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CCU - 1 - 8

UNITED STATES DEPARTMENT OF AGRICULTURE  
Bureau of Biological Survey  
Washington, D. C.

ADVANCE NOTIFICATION OF APPOINTMENT

, 193 .

Dear \_\_\_\_\_ :

Informal notification of your appointment in the Bureau of Biological Survey, U. S. Department of Agriculture as a \_\_\_\_\_ at a salary of \$ \_\_\_\_\_ per annum, effective \_\_\_\_\_ has been received from the Office of the Secretary. A formal letter of appointment will be mailed to you within a few days together with instructions. Your official station or headquarters has been designated as \_\_\_\_\_

The first essential step under a government appointment is the taking of the oath of office. A form for this purpose is enclosed which you should promptly fill out, execute and return to this office. Payment of salary to you under this appointment can not be made until the receipt in this office of the oath properly executed.

Oath of office must be taken without expense to the United States. It may be taken before any officer having an official seal with authority to administer oaths either under United States statutes or local municipal law, and must be properly certified under the hand and seal of such officer. A postmaster who is not also a notary public is not authorized to administer oaths of office.

Your signature to oath should correspond exactly with your name as given in the address to this letter, unless there has been a mistake in spelling, in which event the correct spelling should be used and a correction will be made in your appointment to correspond with your name as shown on the oath.

It is also important that we know as promptly as possible the actual date of your reporting for duty. Under your appointment you are to report for duty in writing to the Chief, Bureau of Biological Survey, Washington, D. C. and a form is enclosed for your use in submitting your report. If for any reason you will not report for official duty on the effective date shown above, you should at once advise the Washington office of the date on which you will report, or if you have reported for duty you will show on the "Notice of Reporting for Duty" form the exact day you did report for duty. If this date

is different from the date named in your appointment paper, amendment of your appointment giving the correct effective date will then be issued to you. The "Notice of Reporting for Duty" form showing the date of actually reporting for duty should be mailed to Washington office immediately after reporting for duty. If you report direct to an official superior in the field his verification should be obtained on form before sending in. If you report direct to Washington, the official superior statement will be left blank.

Reporting for duty means the taking up of official duties at the place designated as your official station or, in infrequent instances, at some other point where you have been specifically instructed to report. No traveling expenses or salary can be allowed a new appointee prior to reporting for duty.

Very truly yours,

  
W. R. Dillon,  
Chief, Division of Administration.

Enclosure.

UNITED STATES DEPARTMENT OF AGRICULTURE  
Bureau of Biological Survey

NOTIFICATION OF APPOINTMENT - WARDENS

, 193\_.

Dear \_\_\_\_\_ :

Notification of your appointment in the Bureau of Biological Survey, as U. S. Deputy Game Warden, without compensation, effective \_\_\_\_\_, 193\_\_\_\_\_, is enclosed and is to be retained by you.

Accompanying your appointment paper is Personal History Statement form which should be carefully filled out by you in your own handwriting and returned to this office promptly.

Instructions regarding your official duties under this appointment will be given you by the Chief of Division of Game Management.

Very truly yours,

*W.R.Dillon*  
W. R. Dillon,  
Chief, Division of Administration.

